

APPROVED

May 18, 2015

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Mary Ann Keeffe, President
Donice Jeter, Vice President
Nahid Khozeimeh, Secretary
Graciela Rivera-Oven
Jacqueline Phillips
David Naimon

Staff:

Margaret Jurgensen, Election Director
Laletta Dorsey, Acting Voter Registration Manager
Lisa Merino, Office Services Coordinator
Marjorie Roher, Management and Budget Specialist III
Janet Ross, Information Technology Manager
Gilberto Zelaya, Outreach Coordinator

Counsel:

Kevin Karpinski

Guests:

Dolly Kildee
Barbara Sanders
Jim Shalleck
Michael Subin
Alexander Vincent

Convene the Board Meeting and Declare a Quorum Present

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:00 p.m.



Presentation to Board Member

A certificate signed by the County Executive was presented to Mrs. Jeter earlier in the day.

Public Comments

No comments were given.

Additions/Changes to the Agenda

No changes were made.

Ms. Jurgensen provided an issue of the Montgomery County Recreation and Parks Guide showing the election judge recruitment advertisement. Also provided for informational purposes were blank Confirmation Mailing green cards.

Approval of the April 20, 2015, Board Meeting Minutes

The Board was sent the April 20, 2015, Board meeting minutes in advance. Ms. Keeffe requested an edit to page 8, second paragraph, line 4, to remove the repeated words "and that." The Board discussed the minutes and other recommended edits. Mrs. Khozeimeh made a motion to accept the minutes as amended. The motion was seconded by Mrs. Jeter and passed unanimously.

Election Director Status Report

Meetings

Ms. Jurgensen reported that she attended meetings regarding the procurement and implementation of the new voting system; her information will be shared later in the agenda.

Personnel

Ms. Jurgensen reported that Voter Registration has retained one temporary employee to cover for a permanent employee who is on family leave.

Budget (Incorporated as Attachment A)

A spreadsheet detailing FY15 expenditures, through April 30, was provided to the Board in advance. Ms. Roher stated that the third quarter billing was received from the State Board of Elections as well as the first installment bill for the new voting system. Both will be able to be paid out of the FY15 budget. The bill for the first stages of construction to accommodate the new

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voting equipment will be received and paid from the FY15 budget also. Ms. Khozeimeh expressed her concern with the fiscal year ending with a major surplus. The Board expressed their concern with the fiscal year ending with a major surplus. Ms. Roher stated that staff has been careful with spending and she does not expect to have a major surplus. Ms. Jurgensen and Ms. Roher noted that not all the bills from the County and State have been submitted and any surplus currently reflected will diminish toward the end of the fiscal year. Ms. Keeffe requested that Ms. Roher prepare an updated budget spreadsheet that reflects where additional funds may be allocated if a surplus is anticipated; for example, purchasing prepaid postage. Ms. Roher will look into the process and will provide an updated spreadsheet to the Board prior to the MAEO Conference. Ms. Roher noted that several payments made over the past weeks are not yet reflected on the May 5 spreadsheet. Ms. Keeffe requested that any extra/unused funds be allocated to different line items as needed; the Board agreed that it's best to use all funds allocated to BOE than to return them to the County.

Voter Registration

Ms. Jurgensen reported that monthly statistics were posted earlier in the month. She stated that the State Board has submitted 5,000 names from the Electronic Registration Information Center (ERIC) that staff is currently processing. Staff continues to process the change of addresses as well as updating addresses from sample ballots returned and other information provided by the U. S. Postal Service.

*** Mrs. Rivera-Oven arrived at 2:31 p.m. ***

Ms. Jurgensen briefly explained the process to remove names from the voter rolls. Ms. Khozeimeh brought up the issue of voters who have moved and continually receive their sample ballots. Ms. Jurgensen noted that under the Help America Vote Act, BOE is required to mail the sample ballot for two Federal elections. If they are not returned noting change of address or return to sender, the local boards are not aware there is a change.

Mr. Karpinski recalled a discussion where additional language/directions would be placed on the sample ballot to assist in returning ballots appropriately. The Board acknowledged that in several instances individuals receiving the sample ballot (that does not belong to them) do not always return them to sender as directed.

Ms. Jurgensen acknowledged a memo to George Leventhal, President of Montgomery County Council, from Isiah Leggett, County Executive, regarding a Supreme Court decision on the Wynn income tax case that will impact the FY16 and FY17 budgets by over \$50 million. More information will be provided as the process proceeds. Ms. Phillips noted that the impact of our budget allocation should be made aware to the Council, so when lines form at polling places due to the shortage of staff we could not hire, they know that the Board made every attempt to ask for funds and, due to circumstances out of our control, they were not received.

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State Board of Elections

Ms. Jurgensen reported that the Primary Election will be on April 26, 2016, and an updated election calendar will be provided to the Board at the June meeting. She reported that the State Board of Elections will inform the local boards of the number of early voting sites that will be needed in July 2015.

Ms. Jurgensen noted that there will be discussion at the MAEO Biennial meeting regarding Same Day Voter Registration and urged the Board members to ask questions as the State will be developing rules and regulations following the meeting.

Same Day Voter Registration topics provided by SBE:

- Question: Will voters be able to change their political party affiliation?
 - Answer: No, only change of address or new registrations to Maryland are eligible.
- Question: Will in person absentee voters be eligible for same day voter registration?
 - Answer: No, only permitted at Early Voting locations.
- Question: What safeguards are in place to ensure the pre-qualified persons loaded into the electronic poll books consist of only U.S. citizens?
 - Answer: According to the (SBE) MOU with MVA, MVA will not send information on individuals who:
 - Have not provided MVA with proof of lawful status.
 - Have provided MVA with proof of permanent lawful status since June 1, 2009.
 - Have provided MVA with proof of temporary lawful status since June 1, 2009.

The Board discussed the citizenship issue. Ms. Khozeimeh requested legal clarification on temporary lawful status; does this imply that after six years a person is automatically a citizen? Mr. Karpinski responded that the issues of permanent lawful status are poorly worded and admitted to not fully understanding them. Mr. Naimon requested a copy of the MOU the State is referring to. Ms. Phillips requested that Mr. Karpinski prepare questions to be presented at the MAEO discussion regarding Same Day Voter Registration during Early Voting. Mr. Karpinski will provide the questions to the Board through an email prior to the meeting.

Mr. Naimon asked if an individual registers during same day voter registration, and has a State issued identification, will they vote a provisional ballot. Ms. Keeffe responded that, as she understands it, if their name shows on the list from MVA – (that was downloaded into the pollbook), they will receive a paper ballot; if it does not appear they will vote provisionally. Ms. Jurgensen noted that all Provisional ballots voted during Early Voting will contain a barcode that will not allow the optical scanner to read/cast ballot during Early Voting.

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Attorney Report

Mr. Karpinski stated there was nothing to report at this time.

Old Business

High School Program

Ms. Jurgensen stated that Ms. McLaughlin provided graphs of the number of voter registration applications received through the High School program (see attachments B & C).

Future Vote Program

Mr. Zelaya approached the Board to discuss the Future Vote program. Ms. Jurgensen noted that thirteen of the twenty-five schools did not pick up materials to hold the 2015 High School Voter Registration program at their school. Mr. Zelaya stated that the Future Vote program is held in conjunction with the Student Member of the Board (SMOB) election. He noted that the goal is to reach out to future vote students currently in tenth and eleventh grades, as well as those students who are 17 years of age, to have them prepared to serve as election judges for the 2016 Primary Election. He added that Future Vote drives have been coordinated in the following schools: Churchill, Montgomery Blair, Bethesda Chevy Chase, Gaithersburg, Damascus, Sherwood, Richard Montgomery, Walt Whitman, Magruder, St. Johns Prep (Frederick), Walter Johnson, Albert Einstein, Rockville, Poolesville, and Stone Ridge. He did not know if any of these schools also were schools that did not participate in the high school voter registration drive. Mr. Zelaya plans to run the future vote drive again in the fall of 2015 and after winter break, to continue recruitment for future vote students and election judges. He briefly described the process for the Future Vote volunteer drives done at schools; he noted that students have a choice to either receive the stipend or 25 Student Service Learning hours (SSL). Mr. Zelaya plans to visit as many schools prior to the end of this school year as possible. Mr. Naimon pointed out that several schools are still not participating in the program as only 13 of the 25 public schools are currently participating. Ms. Jurgensen stated that the School Administration has been notified that the April 2016 High School registration date will not work to recruit for the 2016 Primary Election.

Mr. Naimon provided a draft letter addressed to Mr. Bowers, the Interim Superintendent of Schools, as discussed at the April Board meeting. The Board decided to make a few edits, add attachments, and provide a copy to Dr. Maria Navarro (Deputy Superintendent of Academic Achievement) and agreed to proceed with mailing the letter on Board of Elections letterhead and with Ms. Keefe's signature. Ms. Jurgensen requested that Ms. Dorsey provide a list of schools that have returned registrations that will be added as an attachment.

Other Old Business

Ms. Khozeimeh requested that staff focus on preparing a well-constructed training curriculum, especially with the new voting system for 2016. Ms. Jurgensen noted that SBE prepares the Election Judge manual and they identify the significant topics that need to be focused on during the training program. The Board noted that a complaint had been received that training was insufficient and they would like to see additional hands-on training. Ms. Jurgensen noted that the election judges are meeting their measures according to SBE guidelines and receiving high marks for a large jurisdiction. The Board agreed that training is critical for the 2016 election with a new voting system. Ms. Jurgensen noted training will be reviewed once completed by SBE. Ms. Phillips requested that once the curriculum is established, additional time be spent on the opening and closing process. Ms. Jurgensen agreed. Ms. Khozeimeh noted that all information/procedures need to be placed in one book. Ms. Jurgensen acknowledged that this was an issue in the past and now all information will be consolidated in one book.

2014 Gubernatorial General Elections Follow-Up

New Voting System Update

Ms. Jurgensen provided a graph of the Optical Scanner allocation for the Board of Elections (see attachment D). She noted that the Board sent correspondence requesting 605 DS200 Optical Scanners (two for each polling place) and, in response, SBE has allocated 370, one per polling place – thirty units will be in reserve and deployed as needed. Studies show that lines build up at the DS200 optical scanner and, as such, Ms. Jurgensen has repeatedly asked that additional equipment be leased to the BOE.

Ms. Jurgensen provided the updated SBE new voting equipment timeline:

- Hardware Training – will occur mid-July 2015
- Software Training – will occur in September or October 2015
- Pollbook Upgrade – will occur in FY16
- Mock Election – will occur after October 18, 2015 – prior to November 1
- Pilot Election – will be with the City of Rockville and a final decision is expected late May 2015

Ms. Jurgensen reported on procurements by SBE. She stated that the voting equipment cart contract has been completed and manufacturing will begin soon. Voting booths will be provided by the State and the bids close May 29, 2015. Two ballot bins will be provided for each DS200. Privacy Sleeves (to protect ballot) for ballots will be provided and the bid closes on May 11, 2015. The Express Pass printer needed for Early Voting is to be determined.

Ms. Jurgensen reported that SBE change management staff met with BOE staff to discuss additional equipment needs.

Ms. Jurgensen stated that the new voting equipment will be showcased by ES&S during the MAEO conference and encouraged the Board to ask questions. Questions may also be asked during the SBE orientation hosted by Nikki Charlson, Deputy Administrator. Mr. Naimon inquired if

additional equipment may be requested/discussed at that time; Ms. Jurgensen agreed. She noted that SBE did request a supplemental for additional equipment; however, more monies were not allocated by the Legislature or the Governor.

Mr. Naimon suggested reaching out to elected officials to assist with obtaining additional equipment. Ms. Jurgensen recommended that the Board reach out to the State Legislature.

Ms. Keeffe recommends that Board members take the opportunity to network while attending the MAEO conference.

Ms. Jurgensen stated that the Board of Elections received a certificate from County Executive Isiah Leggett for the contributions staff made to the Linkages to Learning program.

New Business

The Board members took the opportunity to give farewell statements to Mrs. Jeter as her tenure is ending as Vice President of the Board of Elections.

Future Meetings

Ms. Roher will provide information packets for the Board's attendance at the MAEO conference during the June 2 meeting.

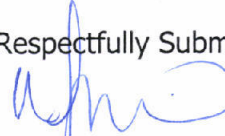
Mr. Karpinski and Ms. Jurgensen gave a brief outline of items to be discussed at the June 2 Executive Function meeting, including the swearing in of Board members.

- A. June 2, 2015 – Swearing in of Board Members
- B. June 9-11, 2015 – SBE Biennial Conference – Ocean City, MD
- C. June 15, 2015
- D. July 20, 2015
- E. August 17, 2015 - tentative
- F. September 14, 2015
- G. October 19, 2015
- H. November 16, 2015
- I. December 21, 2015 - tentative

Adjournment

With no further business, Ms. Khozeimeh moved to adjourn the meeting. The motion was seconded by Ms. Jeter and carried unanimously. The meeting adjourned at 3:57 p.m.

Respectfully Submitted,



Lisa Merino
Office Services Coordinator

APPROVED BY THE BOARD:



Mary Ann Keefe
Board President

FY15 OPERATING BUDGET SPREADSHEET
Through April 30, 2015 (As of May 5, 2015)

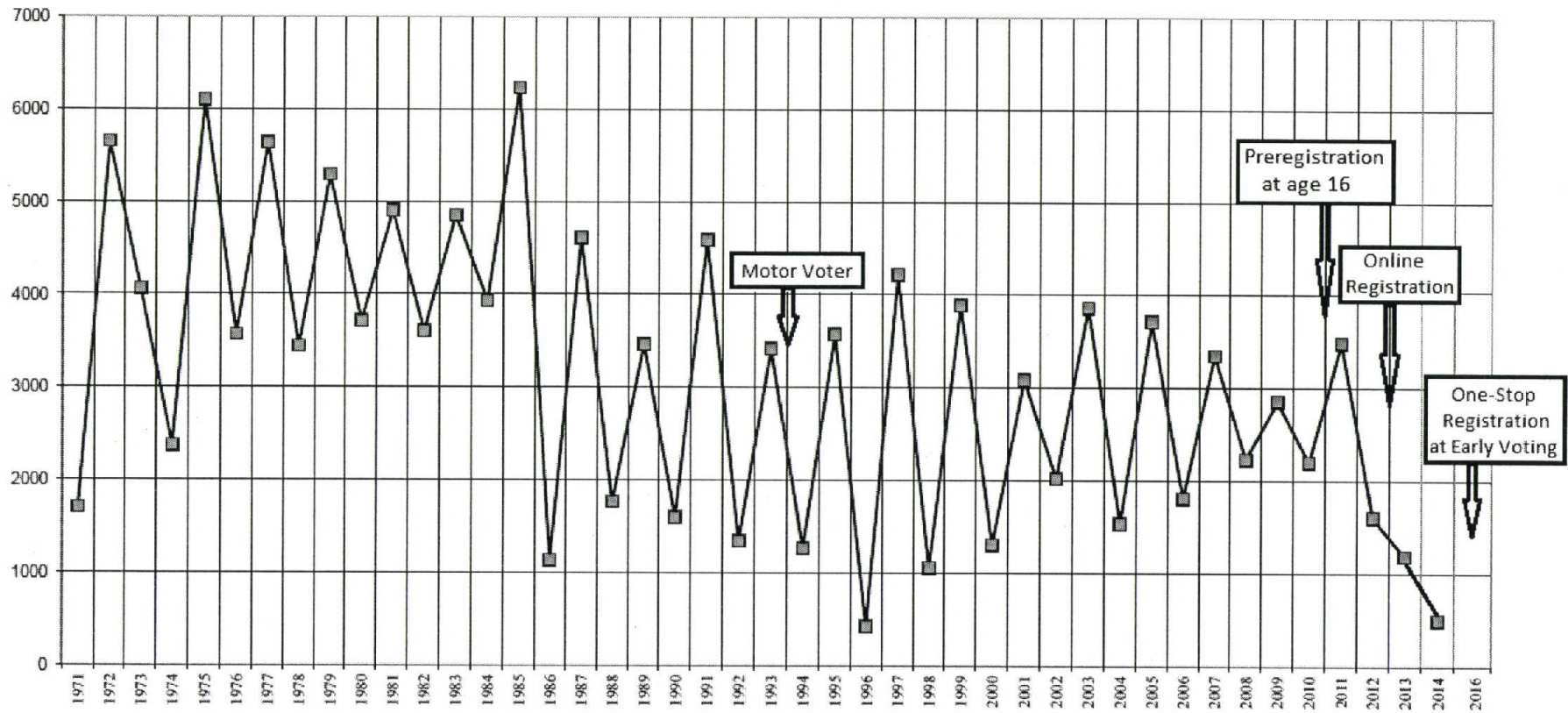
LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
PERSONNEL COSTS	3,694,533	2,976,247
5A001 - Salaries & Wages	3,013,667	2,443,939
50010 - Full Time Salaries	1,919,085	1,393,528
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	693,793
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	75,628
SUBTOTAL FOR TEMPORARY PERSONNEL	850,289	769,421
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	280,991
5A002 - FICA	209,979	193,167
5A003 - Group Insurance	286,432	212,628
5A004 - Group Retirement	184,455	126,512
OPERATING EXPENSES	3,760,559	2,277,115
6A001 - Services and Contracts	1,305,634	919,702
60060 - Legal/Attorney Services	100,000	51,079
60066 - SBE Program Management	485,370	200,132
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	27,424
60326 - Repair/Maint Agmts - Office Equip	11,000	2,659
60412 - Moving Services	25,000	16,145
60414 - Building Construction	0	660
60416 - Building Design	0	0
60530 - Other Professional Services - EJ Stipend	624,764	598,540
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	23,073
6A002 - Maintenance	115,233	30,945
61010 - Computer Equip Repairs/Maint (EPB)	115,233	30,945
6A003 - Rentals/Leases	1,306,165	686,613
61902 - Furniture Rentals (Polling Place)	7,000	6,734
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0
61924 - Other Equipment Rentals (MDVoters)	864,766	483,977
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	18,157
61932 - Other Rentals/Leases (DREs)	409,899	177,745
New Voting System (Optical Scan)	0	0
6A004 - Office Supplies & Equipment (<\$5,000)	185,600	40,114
62010 - General Office Supplies+	84,140	30,531
62016 - Computer Supplies	5,000	1,439
62018 - Computer Equip (<\$5,000)	28,000	0
62022 - Paper and Supplies for Copiers	0	3,592
62028 - Other Supplies & Equipment	68,460	4,551
6A011 - Books, Videos, and Subscriptions	3,500	3,986
62700 - Books/Reference Materials	2,500	2,053
62712 - Other Books, Videos, and Subscriptions	1,000	1,933
6A012 - Other Supplies/Materials/Equipment	133,584	105,912
62826 - Keys and Locks	0	2,386
62946 - Charges from SBE	133,584	103,526
6A013 - Printing/Central Duplicating Services	172,115	153,505
63016 - Imaging	35,380	6,533
63018 - Document Shredding	0	74
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	13,089
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	133,808
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY15 OPERATING BUDGET SPREADSHEET
Through April 30, 2015 (As of May 5, 2015)

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
6A014 - Outside Printing	105,550	81,896
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	105,000	81,896
6A015 - Mail	138,361	79,912
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	25,240
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,698
63206 - Inter-Office Mail/Pony Charge	750	2,756
63208 - Other - Mail (Sample Ballot Postage)	80,000	50,220
6A016 - Outside Postage and Mail	38,000	47,701
63300 - Outside Mail Services (VNCs and all other postage)	37,500	47,435
63304 - Other Outside Mail Services	500	266
6A017 - Motor Pool	29,114	11,360
63500 - Assigned Motor Pool Vehicles	25,614	4,021
63504 - Daily Rental Motor Pool	3,500	7,239
63506 - Other Motor Pool Charges	0	0
63508 - MP EZPASS Charges	0	100
6A018 - Communications Services	150,399	74,565
63600 - Local Telephone Service Charges	25,000	59,023
63604 - Cellular Phone Line Charges	6,800	2,454
63618 - Blackberry Charges (smart phones)	9,000	7,419
63624 - Communication Circuits	27,729	0
63626 - Communication Modems (SBE)	24,870	269
63634 - Other Communication Services (PP Phone Lines)	57,000	5,400
6A020 - Charges from Others	26,148	54
63810 - Charges for Facility Maintenance	26,148	54
6A021 - Travel	13,996	13,802
64010 - Metropolitan Area Travel	7,996	9,181
64012 - Non-Metropolitan Area Travel	6,000	4,621
6A022 - Education, Tuition, and Training	10,125	4,368
64100 - Local Conference Related	2,000	0
64120 - Other Education, Tuition, & Training	8,125	4,368
6A023 - Dues/Memberships	2,000	2,559
64200 - Professional Memberships (Individual)	2,000	2,559
6A024 - Advertising	20,036	16,177
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	16,177
6A099 - Miscellaneous Operating Expenses	5,000	3,945
69999 - Other Misc Operating Expenses	5,000	3,945
DEPARTMENTAL TOTAL	7,455,093	5,253,361
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

MCPS Spring Voter Registration Drive

Number of Voter Registration Applications Received, 1971-2014

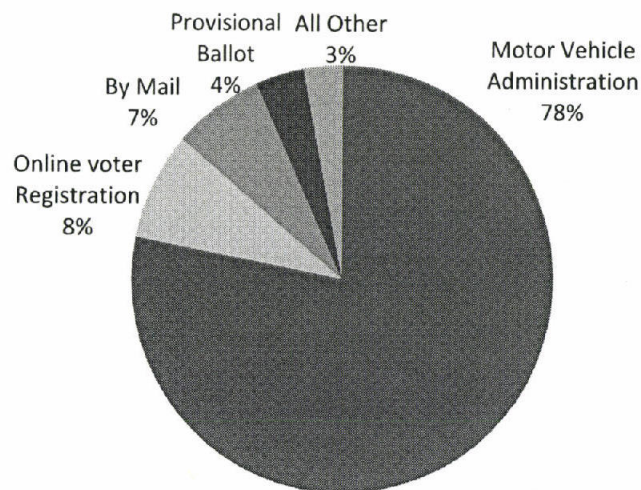


Each year since 1971, Montgomery County Public Schools has worked in partnership with the Board of Elections to conduct a Voter Registration Drive. It is held during Student Leadership Week and the same week as the Student Member of the Board of Education election. Each high school selects three students who are trained as student registrars. This chart shows the number of voter registration applications received through this voter registration drive from 1971 to the present.

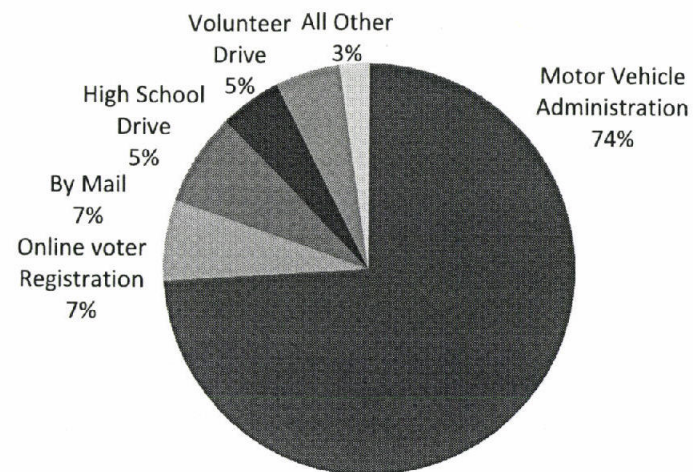
Voter Registration by Source

New voter registrations processed by type, calendar year 2014

New Voters, All Ages



Preregistered Voters, Age 16-18



All New Voters, Calendar Year 2014 (major categories)

Motor Vehicle Administration	22,373	78%
Online voter Registration	2,331	8%
By Mail	2,003	7%
Provisional Ballot	1,066	4%
In Person	240	1%
NVRA by mail	234	1%
Volunteer Drive	233	1%
High School Drive	144	1%
	28,624	

Preregistered Voters, Calendar Year 2014 (major categories)

Motor Vehicle Administration	3,536	74%
Online voter Registration	305	6%
By Mail	350	7%
High School Drive	229	5%
Volunteer Drive	246	5%
In Person	39	1%
NVRA by mail	34	1%
Provisional Ballot	39	1%
	4,778	